

LIVE SCAN INFORMATION

NAT-03 (New 11/04)



Bureau of Naturopathic Medicine

P.O. Box 980490, West Sacramento, CA 95798-0490

Telephone: (916) 574-7991 TDD: 322-1700

Website: www.naturopathic.ca.gov



LIVE SCAN INFORMATIONAL SHEET

Live Scan is an automated service that the California Department of Justice (DOJ) provides to agencies that require criminal history background checks from the state and/or Federal Bureau of Investigations (FBI) as a condition of employment, licensing, certification, foreign adoptions or VISA/Immigration clearances. Live Scan digital submissions provide the quickest way to submit and process background checks. Beginning July 1, 2005, all applicant fingerprint submissions must be transmitted electronically.

Applicants must get instructions and the forms required for fingerprinting services from the Bureau of Naturopathic Medicine. **Do not submit Live Scan fees to the Bureau. You must pay these fees at the time and location of fingerprinting.**

PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION:

1. **Forms & Instructions:** A Request for Live Scan Service Form (BCII 8016 (04/01)) is included in the application packet.
2. **Live Scan Services:** A list of locations and business hours for the sites that offer Live Scan services is available at <http://caag.state.ca.us/app/livescan.htm>, or you may contact your local Police Department, Sheriff Department, or school district. You are strongly encouraged to call the Live Scan service site to determine if an appointment for fingerprinting is required.
3. **Payment:** The Live Scan agency will collect the fingerprint processing fees directly from the applicant. The processing fee for DOJ is \$32.00 and \$24.00 for FBI. Please check with the Live Scan service site to determine if additional fees are charged for "rolling" prints and/or administrative processing. DO NOT submit fingerprint processing fees to the Bureau. All applicants for Naturopathic Doctor licensure must have their fingerprints processed for DOJ and FBI clearances.
4. **Issuance of Registration or License:** Registrations and licenses will only be issued if there is a clearance of the fingerprint requirement. This means the fingerprint result provided by DOJ and/or FBI indicated no criminal conviction(s), or the criminal conviction(s) provided to the Bureau has been evaluated and cleared by appropriate Bureau staff.
5. **Fingerprint Processing Timeframe:** The response time for Live Scan processing through DOJ is approximately 14 days, and FBI is approximately 30 days for those with "no record." Expect delayed processing times for those with a "criminal history."

If you have any questions regarding the process, please contact the Bureau at (916) 574-7991. If you are looking for a Live Scan site near you, please download the most current list from DOJ at <http://caag.state.ca.us/app/livescan.htm>.